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Clearing Temporary Files:

Every time you open a browser to view a web page, order something online, or read your email in a web based viewer that information is stored on your computer for later use. Windows operating systems store all this material in what are called Temporary Internet Files or cache. Web pages may store bits of information about who you are when you visit web sites in files called cookies on your computer. This can be a privacy issue as well as a using up space on your hard drive. To delete these files open Internet Explorer and click on TOOLS then INTERNET OPTIONS. In the General Tab click on DELETE FILES including all offline content. Click OK. You can now click on DELETE COOKIES and click OK

AutoComplete in Outlook:

When you type the first letter of a name in one of these boxes, AutoComplete begins to suggest possible matches based on names you have typed before. The more letters you type, the greater the possibility of AutoComplete finding a match. Use your up and down ARROW KEYS and press ENTER to select the desired contact. Names that you use less frequently will move lower in the list over time, and eventually will no longer appear. To delete unwanted suggestions from the list, select the unwanted suggestion by using the UP ARROW or DOWN ARROW keys and then press DELETE on your keyboard.

Use Paint Brush to Format Cells in Excel:

Select the cell with the format that you want to copy. DOUBLE-CLICK ON THE PAINT BRUSH icon on the toolbar. When you move to the cell where you want to paste the format you will notice that a paint brush follows the cursor. Paste the format to all the cells or range of cells you need to format. When finished go back to the paint brush on the tool bar and single click on it to deactivate the function.

Recycle Bin:

Remember that most everything you delete finds its way to the Recycle Bin. It is NOT off your hard drive until you empty it. This is a failsafe for items you did not intend to delete but you should clean this up on a regular basis. Open the Recycle Bin and review what is there. You can restore any chosen item to its original location then press FILE and EMPTY RECYCLE BIN to permanently eliminate the remaining files.

Janis Weber of Ohio Computer Training is a personal computer trainer. Please e-mail any specific questions to jwpctutor@gmail.com.